



**NEW JERSEY DEPARTMENT OF TRANSPORTATION**  
**Public Posting**

**POSTING #:** 21-00222

**TITLE:** Planner Trainee

**ISSUE DATE:** 10/7/2021

**TITLE CODE:** 16469

**CLOSING DATE:** 11/19/2021

**DIVISION:** Multimodal Services

**LOCATION:** Ewing

**UNIT:** Office of Freight and Planning

**RANGE:** P95

**SALARY:** \$48,767.10-\$50,990.26

**WORK WEEK:** 40 hours

## DESCRIPTION

The New Jersey Department of Transportation (NJDOT) is seeking candidates for the position of **Planner Trainee** within the Division of Multimodal Services, Office of Freight Planning. Planner Trainees are assigned a 40 - hour work week. Current starting salary is \$48,767 and after six months is \$50,990. As a NJ State Department, NJDOT offers a comprehensive benefits package including Health Care (medical, prescription drug, dental, and vision care), Pension, Deferred Compensation, 12 paid holidays, and Benefit Leave (12 vacation days, 15 sick days, and 3 administrative days).

Through strategic planning, coordination and partnerships, the Office of Freight Planning (OFP) facilitates the movement of goods and freight statewide. The Office is responsible for freight planning activities encompassing all modes of freight distribution: highway, rail, water and to a lesser extent air. The Office is the state's Rail Manager with the Federal Railroad Administration (FRA) for oversight and inspection of HazMat laden rail cars.

OFP maintains a Freight Management System (FMS), the primary asset database for the identification of critical highway freight needs. Staff manage and oversee numerous freight planning initiatives and projects. Staff works closely with Department and Federal counterparts to gather data on all modes, particularly trucks, to inform the Department on the best use of resources for the maintenance and improvement of the state's highway infrastructure.

OFP coordinates with both the Office of Maritime Resources on waterborne freight movement opportunities such as Marine Highway, and with the Office of Grants Management particularly related to the Rail Freight Assistance Program. Staff are expected to work closely with the state's three MPOs, to sit on consultant review committees and lend expertise to regional project planning efforts. OFP leads the state's Freight Advisory Committee, supports the state's Rail Plan led by New Jersey Transit and is the Department lead for the Federally mandated Statewide Freight Plan.

The Office budget is funded substantially through a State Planning and Research (SPR) Program •thumbnail• The annual project budget is roughly \$1 Million

## JOB DESCRIPTION

The Planner Trainee candidate should be prepared to do the following under close supervision:

- Learn to independently prepare graphics and visual presentation materials suitable for meetings and public stakeholder dissemination
- Participate constructively with professionals in freight transportation planning studies and forums in the region
- Facilitate communication between multiple government agencies and consultants to develop and execute freight - related projects/programs
- Represent NJDOT on a number of working groups and committees at the regional, state and federal level
- Conduct research, participate in site visits, and handle data requests from various divisions, both internally and externally
- Assist in conducting Federal grant administration and oversight
- Monitor the work of consultant contracts and task orders with attention to detail
- Assist in implementing recommendations from NJ Statewide Freight Plan, by performing quantitative and qualitative research, analysis and evaluations
- Learn to review and propose changes/upgrades to the existing regulations to facilitate freight movement in the region
- Assist in developing SOW for various freight related planning study and projects
- Research grant sources, prepare and review grant applications
- Participate in public outreach activities, prepare correspondence material, and respond to requests for information on local or regional freight issues

## REQUIREMENTS

Graduation from an accredited college with a Bachelor's degree including or supplemented by twenty - one (21) semester hour credits in professional planning subjects such as the principles of land use planning, history of city planning, planning project design and planning law and administration.

**NOTE:** A valid license as a Professional Planner issued by the New Jersey State Board of Professional Planners may be substituted for education requirement.

**NOTE:** Possession of a current and valid credential as a Certified Planner issued by the American Institute of Certified Planners (AICP) may be substituted for the educational requirement.

**LICENSE:** Appointees will be required to possess a driver's license valid in New Jersey

For more information regarding this position, please refer to: <http://info.csc.state.nj.us/jobspec/16469.htm>

## Preferred Qualities/Background

- Strong Technical Writing Skills
- Able to Read and Understand Technical Reports
- Time Management – ability to meet challenging timelines
- Public Speaking – engaging and dynamic
- Detailed oriented, proofreading, and knowledge of document publishing
- The candidate must be willing to drive independently to all areas of the state and be willing to drive or take mass - transit to job - related meetings in New York and/or Pennsylvania.

## REQUIREMENTS (cont.)

**Work Authorization:** Applicants must be authorized to work in the United States according to the Department of Homeland Security, United States Citizenship and Immigration Services regulations. NJDOT does not provide sponsorship or accept student OPT/CPT program, F1 or H1B work authorization visas.

**Residency:** All persons newly hired on or after September 1, 2011 have one year from the date of employment to establish, and then maintain principal residence in the State of New Jersey subject to the provisions of N.J.S.A. 52:14 - 7 (L.2011, Chapter 70), also known as the "New Jersey First Act."

## TO APPLY

**You must apply through the NJDOT website at: <https://www.state.nj.us/transportation/about/employ/openings.shtm>**

Submit a complete packet by the closing date that includes the following documents:

- NJ State Application for Employment (Application instructions can be found at link above)
- Letter of interest
- Current resume
- Copy of unofficial transcript OR foreign degree evaluation

## IMPORTANT NOTES

**Proof of Degree:** You must provide transcript or evaluation of your UNDERGRADUATE degree.

**Foreign Degree Evaluation:** If you obtained your undergraduate degree outside of the US, you MUST provide a Foreign Degree Evaluation from a USA recognized evaluation service agency that includes a course - by - course evaluation in order to be deemed eligible. Failure to provide evaluation will result in your application being disqualified.

**Incomplete Packets:** Applicants MAY NOT be considered if they fail to provide all requested documents upon initial submittal or fail to follow instructions when submitting electronically. Applicants will be selected for an interview on the basis of their application/resume.

**Current State employees:** Any appointments made that involve movement may result in a forfeiture of rights to any promotional lists in their former unit.

**New Jersey Is An Equal Opportunity Employer**